

JAILER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This class comprises specialized law enforcement support positions concerned with the care of prisoners and of the jail facility operated by the municipal police department. Employees of this class perform duties such as admitting and releasing prisoners and supervising their daily activities as well as maintaining the prison facility. This class is non-supervisory in nature and jailers perform routine daily tasks independently. Line employees at the rank of Sergeant or above may be assigned to supervise the work of the jail employees.

EXAMPLES OF WORK

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Completes forms and records necessary for the admission and release of prisoners.

Performs initial inventory of property and initial search and sanitary procedures for the admission of prisoners; admits and releases prisoners.

Supervises the daily activity of prisoners; maintains order in the jail facility.

Performs duties, both routine and specialized, necessary for the proper feeding, housing, and medical attention of inmates.

Instructs and supervises prison work details.

Maintains prison facilities.

Makes regular inspections of prison facilities and all security precautions.

May also keep records such as dates of confinement for prisoners, behavior and work records, fingerprint and photograph forms, records of maintenance operations performed.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the

examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

Must be not less than eighteen (18) years of age.

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